



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 2, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: ACCEPT WATERSHED CONSERVATION
AUTHORITY GRANT FOR
IRWINDALE ENHANCEMENT PROJECT - MONUMENT, GATE, AND SIGNAGE
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY
OF THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT:**

1. Accept a grant in the amount of \$50,000 from the Watershed Conservation Authority for the fabrication and installation of a monument; a decorative gate; and directional, way-finding, and interpretive signs for the Irwindale Enhancement Project below the Santa Fe Dam near the intersection of the San Gabriel River Bike Trail and Arrow Highway.
2. Authorize the Chief Engineer of the Los Angeles County Flood Control District or his designee to conduct business with the Watershed Conservation Authority on any and all matters related to this grant including executing a grant agreement and signing requests for reimbursement for and on behalf of the Los Angeles County Flood Control District.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to accept the Water Conservation Authority (WCA) grant of \$50,000 to pay for the fabrication of a monument; decorative gate; and interpretive, way-finding, and directional signs for the Irwindale Enhancement Project. This project consists of enhancing the entryway to the San Gabriel River at Arrow Highway and will provide a rest area with natural seating locations, a shade canopy, native landscaping, irrigation, a monument, a decorative gate, and signage.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we provide Fiscal Responsibility (Goal 4) by actively seeking grant funds to augment the County's funding sources and Community Services (Goal 6) by developing educational and recreational facilities and aesthetic enhancements for the public.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund. Your Board's acceptance of this grant from WCA will result in the grant reimbursing the Los Angeles County Flood Control District for all eligible expenditures up to \$50,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The San Gabriel River Corridor Master Plan, adopted by your Board on June 13, 2006, identified the need for recreational and river improvements, as well as a signage program to facilitate connections between communities and recreational facilities along the San Gabriel River. Directional signs will alert trail users to the bikeway entry locations along the San Gabriel River. The interpretive signs will serve as educational tools for the public to learn about the river's significance and history.

The attached draft grant agreement has been approved as to form by County Counsel. The final grant agreement will be approved as to form by County Counsel prior to execution by the Chief Engineer or his designee.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378(b)(4) of the California Environmental Quality Act (CEQA) Guidelines, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

The Honorable Board of Supervisors
October 2, 2007
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The installation of signage promotes widespread awareness of the San Gabriel River and its beneficial uses. There will be no impact on current County services or projects during the performance of the project.

CONCLUSION

Please return three adopted copies of this letter to the Department of Public Works, Watershed Management Division.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DLW
MP:lm

Attachment

c: County Counsel
Department of Public Works (Budget/Fund Management, Fiscal,
Flood Maintenance, Programs Development)

GRANT AGREEMENT WATERSHED CONSERVATION AUTHORITY (WCA)

GRANTEE	Los Angeles County Flood Control District		
PROJECT TITLE	San Gabriel River Parkway Irwindale Trail Enhancement		
PERFORMANCE PERIOD	September 20, 2004	through	Sept 30, 2007
<p>Under the terms and conditions of this Grant, the Grantee agrees to complete the Project as described in the project description, and the Watershed Conservation Authority, through its Executive Officer agrees to fund the Project up to the Grant Amount.</p>			
PROJECT DESCRIPTION			
<p>The Arrow Highway Gateway Enhancement Project will include monumentation, directional, way-finding and interpretive messages both on the San Gabriel River Trail and on Arrow Highway compatible with the guidelines for the San Gabriel River Master Plan.</p> <p>Project is to be carried out in conformance with the Approved Work Plan and all Agreement provisions as stated herein.</p>			
TOTAL GRANT AMOUNT NOT TO EXCEED	\$50,000.00		
GRANTEE:		GRANTOR:	
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT		WATERSHED CONSERVATION AUTHORITY	
ADDRESS: 900 South Fremont Avenue Alhambra, CA 91803		ADDRESS: 900 South Fremont Avenue, Annex, 2 nd Floor Alhambra, CA 91802	
BY (AUTHORIZED SIGNATURE): Ⓢ		BY (AUTHORIZED SIGNATURE): Ⓢ	
PRINTED NAME AND TITLE OF PERSON SIGNING:		PRINTED NAME AND TITLE OF PERSON SIGNING: Belinda V. Faustinos, Executive Officer	
DATE SIGNED:		DATE SIGNED:	
FUNDING INFORMATION (FOR WCA USE ONLY)			
AMOUNT OF GRANT \$50,000.00		GRANT AGREEMENT NUMBER: WCA32009	
ADJ. INCREASING ENCUMBERANCE \$		BOARD APPROVAL DATE: September 20, 2004	
ADJ. DECREASING ENCUMBERANCE \$		RMC Grant No: RMC3248	FISCAL YEAR: 04/05
TOTAL GRANT AMOUNT \$50,000.00		PROJECT MANAGER: Frank Simpson	

GRANT AGREEMENT

WATERSHED CONSERVATION AUTHORITY (WCA)

TERMS AND CONDITIONS OF GRANT

The Grantee shall be responsible for the performance of the work as set forth herein below and for the preparation of products and reports as specified in this Agreement. The Grantee's Project Representative shall promptly notify the Watershed Conservation Authority (WCA) of events or proposed changes that could affect the Work Plan under this Agreement. The Grantee shall comply with all applicable provisions of the Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Bond Act of 2002 (Proposition 40), which is the source of the WCA Grant.

Special Provisions

1. Grantee shall complete all work in accordance with an approved Work Plan which will be included in this Agreement as Exhibit A "Tasklist and Timeline", Exhibit B "Budget," and Exhibit C "Monitoring and Assessment Plan."
2. If the Project includes acquisition of real property:
 - a. As conditions precedent to the WCA's obligation to deposit the Grant Amount in escrow, the Grantee shall submit to the WCA an appraisal for review and approval in writing by the Department of General Services (DGS) of all documents pertaining to the Real Property appraisals and property transaction, and provided copies to the WCA. The Grantee shall be required to establish a billing account with the Department of General Services for this purpose.
 - b. A Memorandum of Unrecorded Grant Agreement, Exhibit D must be recorded by the Grantee to provide notice of this Agreement between the Grantee and the Watershed Conservation Authority.
3. If the Project includes development, landscaping and/or planting:
 - a. The Grantee shall include a representative of the WCA on the selection panel for contracted services.
4. Grantee agrees to certify that the Project is consistent with local zoning.
5. Grantee agrees to consult with, and be consistent with, local or regional planning criteria approved by agencies within the project jurisdiction, such as master plans or watershed management plans unless such plans are inconsistent with the approved Work Plan.
6. Grantee agrees to include active stakeholder participation in the planning and monitoring and assessment process.
7. Rights in Data: The Grantee agrees that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work produced in the performance of this Agreement are subject to the rights of the WCA as set forth in this section. The WCA shall have the right to reproduce, publish, and use all such work, or any

part thereof, in any manner and for any purposes whatsoever and to authorize others to do so. If any such work is copyrightable, the Grantee may copyright the same, except that, as to any work which is copyrighted by the Grantee, the WCA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so (40 CFR 31.34, 31.36).

8. Disclosure: The Grantee agrees to disclose all funding sources for the Project prior to and after Agreement approval. If the WCA should become aware, through any means, that the Grantee has not disclosed all funding sources for the Project, the Agreement will be referred to the State Department of Finance for a Project audit.

General Provisions

A. Definitions

1. The term "Act" as used herein means the Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Bond Act of 2002.
 2. The term "CEQA" as used herein means the California Environmental Quality Act, Public Resources Code Section 21000 et. seq.; Title 14, California Code of Regulations Section 15000 et. seq.
 3. The term "Agreement" as used herein means a grant agreement between the WCA and Grantee specifying the payment of Grant Amount by the WCA for the performance of Work Plan within the Project Performance Period by the Grantee.
 4. The term "Grantee" as used herein means the party described as the Grantee on page one (1) of this Agreement.
 5. The term "Grant Amount" as used herein means funds derived from the sale of bonds authorized by the Act.
 6. The term "Project" as used herein means the project described on page one (1) of this Agreement.
 7. The term "Project Performance Period" as used herein means the period of time that the Grant Amount is available, and the time in which the Project must be complete, billed and paid as described on page one (1) of this Agreement.
 8. The term "Project Representative" as used herein means the person authorized by the Grantee to be responsible for the Project and is capable of making daily management decisions.
 9. The term "WCA" means the joint power authority between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District.
- .GRANTEE CERTIFICATION CLAUSES: The GRANTEE CERTIFICATION CLAUSES, Exhibit G are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

11. **TIMELINESS:** Time is of the essence in this Agreement.
12. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be effected thereby

B. Project Execution

1. Grantee agrees to complete the Project in accordance with the time of Project Performance Period, and under the terms and conditions of this Agreement. Extensions may be requested at least 90 days in advance of the date of termination and will be considered in the event of circumstances beyond the control of the Grantee, but in no event subsequent to the end of the Project Performance Period as identified in the Work Plan as the Project's date of completion.
2. Grantee shall comply with the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq.).
3. If the Project includes acquisition of real property, the property must be acquired from a willing seller and for no more than the appraised fair market value approved by Department of General Services. The Grantee agrees to comply with all applicable State (Chapter 16, Section 7260, Government Code) and local laws or ordinances effecting relocation and real property acquisition. Documentation of such compliance must be submitted to the WCA.
4. If the Project includes development, the Grantee shall comply with all applicable current laws and regulations affecting development projects, including, but not limited to, laws affecting health and safety, hazardous materials, historical preservation, environmental impacts, building standards, and the like. Documentation of such compliance will be made available for review upon request by the WCA.
5. Grantee agrees to periodic site visits by the WCA to determine if development work is completed in accordance with the approved Work Plan including a final inspection upon Project completion.
6. Grantee agrees to, submit in writing, any deviation from the attached Work Plan to the WCA for approval prior to implementation of changes.
7. Grantee agrees to provide reasonable public access to lands acquired in fee with Grant Amount except where that access may interfere with habitat protection.
8. Grantee agrees to post signs acknowledging the source of funds consistent with the Signage Guidelines, Exhibit HGGG.

C. Project Costs

Subject to the availability of Grant Amount in the Act, the WCA hereby grants to the Grantee a sum of money (Grant Amount) not to exceed the amount stated on page one (1) of this Agreement in consideration of and on condition that the sum be expended in carrying out the purpose as set forth in the Work Plan and under the terms and conditions set forth in this Agreement. Grantee agrees to assume any obligation to furnish any additional funds that may be necessary to complete the Project. All costs accrued for services or supplies prior to the

execution of Agreement are not eligible for reimbursement.

Eligible and ineligible costs include, but are not limited to, items detailed in Exhibit I, Eligible and Ineligible Costs HH. All eligible costs submitted for reimbursement must be accompanied by appropriate supporting documentation.

The Grant Amount to be provided to the Grantee, under this Agreement, may be disbursed as follows:

1. For acquisition projects: The WCA shall disperse up to 100% of the purchase price and costs of acquisition approved by Department of General Services when an escrow is opened.
2. For development projects: The WCA may reimburse the Grantee the Grant Amount upon submission of a payment request consistent with the Work Plan of this Agreement.
3. Preliminary costs, including planning, plan documentation, designs, appraisals and negotiations, permit costs, consultant costs, and other similar costs, are expenditures subject to maximum 20% (including indirect and overhead costs) of the Grant Amount for Grant Amounts over \$100,000 dollars.
4. Indirect and overhead costs shall not exceed 10% of the Grant Amount
5. Subject to prior review and approval of the WCA, line item shifts if up to \$100,000 or 10% of the annual Agreement total, whichever is less, may be made during the grant performance period. Line item shifts may be proposed/requested by the Grantee in writing and must not increase or decrease the total Agreement Grant Amount.

D. Payment Documentation

1. All payment requests must be submitted by the Grantee using a completed Payment Request Form, Exhibit J. An approved Payment Request Form constitutes as a valid invoice for payment and must be accompanied by completed forms, as applicable, listed below:

Project Costs Summary Form, Exhibit K;
Labor Costs Summary Form, Exhibit L (Grantee staff and/or personnel);
Equipment Costs Summary Form, Exhibit M;
Services and Materials Costs Summary Form, Exhibit N;
Report of Alternative Funding Form, Exhibit O; and,
Project Certification Form, Exhibit S (prior to final payment).

The Project Costs Summary Form, Exhibit K is completed by bringing forward the total expenditures from the Labor Costs Summary Form, Exhibit L, the Equipment Costs Summary Form, Exhibit M, the Services and Materials Costs Summary Form, Exhibit N. The Labor Costs Summary Form, Equipment Costs Summary Form, and Services and Materials Form are completed by itemizing all charges, documenting check numbers, amounts, dates, recipients, purpose of expenditures, and clearly identifying charges to Work Plan tasks and elements. WCA will consider the use of organizational records in lieu of the detailed listing on the specific exhibits, providing all the information required on the exhibits is contained in the organizational record.

If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

The Labor Costs Summary Form, Exhibit L, is submitted with the Payment Request Form and is completed by listing the Grantee's staff and or personnel, the dates and hours for the pay period, the pay rate, the check or warrant number, and the total dollars paid for the period of the reimbursement request. WCA will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibit is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

The Equipment Costs Summary Form, Exhibit M; is submitted with the Payment Request Form and is completed by listing the type of equipment that was used, the dates the equipment performed the work, the check or warrant number that paid for the use of the equipment, and the amount of the payment for the period of the reimbursement request. WCA will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibit is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

The Services and Materials Costs Summary Form, Exhibit N; is submitted with the Payment Request Form and is completed by listing the materials or services that were performed or delivered to accomplish specific tasks. The detailed listing on the form includes, the deliverable, the task, the date, the recipient of the funds, the check or warrant number used for payment of the recipient, and the amount of the payment for the period of the reimbursement request. WCA will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibit is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

A Report of Alternate Funding Source Expenditures, Exhibit O is submitted to the WCA with each Payment Request and detail costs charged to other funding sources, i.e., Grantee's own funds, State or Federal funds, other grants. WCA will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibit is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

Any payment request that is submitted without the required itemization will not be authorized. If the required itemization or documentation is incomplete, inadequate or inaccurate, the WCA will inform the Grantee and hold the payment request until all required information is received or corrected. Any penalties imposed on the Grantee by a contractor because of delays in payment will be paid by the Grantee and are not reimbursable under this Agreement.

2. Grantee shall submit all documentation for Project completion and final reimbursement within 90 days of Project completion, but no later than the end of the Project Performance Period as shown on page one (1).
3. Payments shall be on the basis of costs incurred, less 10% to be withheld from all

invoiced amounts.

4. Advance payment for the Project is not allowed. The WCA, at its sole discretion, may honor advance payment requests, if warranted by a documented compelling need. A Payment Request Form, including all cost estimates for services, equipment and supplies to support the advanced amount requested, should accompany this document.
5. If Grant Amount is advanced, the Grantee shall place these funds in a separate interest bearing account, setting up and identifying such account prior to the advance. Interest earned on Grant Amount shall be used solely on the Project, as approved by the WCA. Unless spent on approved costs, the Grant Amount shall be reduced by the amount of the interest earned.
6. Any overpayment of Grant Amount in excess of final project costs shall be returned to the WCA within 60 days of completion of the Project or the end of the Project Performance Period as shown on page one (1), whichever is earlier.

E. Project Administration

1. Grantee agrees to provide all technical and administrative services as needed for Agreement completion. Grantee agrees to monitor and review all work performed; and coordinate budgeting and scheduling to assure that the Agreement is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.
2. Grantee ensures that the Agreement requirements are met through completion of Quarterly Progress Report, Exhibit P KK and Quarterly Expenditure Projection Report, Exhibit Q LL submitted to the WCA in accordance with the Work Plan and through regular communication with the WCA adhering to the following schedule:

• 1 st Quarter	January 1 - March 31	Due April 30
• 2 nd Quarter	April 1 - June 30	Due July 30
• 3 rd Quarter	July 1 - September 30	Due October 30
• 4 th Quarter	October 1 - December 31	Due January 30

The WCA reserves the right to require reports more frequently than on a quarterly basis if necessary, but no more than once a month.

- a. The Quarterly Progress Report, Exhibit P , shall describe activities undertaken and accomplishments of each task during the quarter, milestones achieved, and any problems encountered in the performance of the work under this Agreement. The description of activities and accomplishments of each task shall be in sufficient detail to provide a basis for payment of invoices and shall be translated into percent of task work completed for the purpose of calculating invoice amounts. Progress reports should directly address tasks, timelines, deliverables, milestones and associated costs scheduled in Exhibit A, Exhibit B, and Exhibit C. Any major timeline adjustments which will impact Exhibit A, Tasklist and Timeline, must be reviewed with the project manager.

- b. The Quarterly Expenditure Projection Report, Exhibit Q, shall reflect both actual and projected expenditures. The sum of all quarterly expenditure projection reports should equal that of approved Grant Amount.
 - c. Grantee must submit an Agreement Summary Form, Exhibit R with the first Quarterly Report. This information will be made available to the public on the Resources Agency and Watershed Conservation Authority website.
 - d. At the completion of this Project and prior to final payment, the Grantee Project Representative shall fill out and provide a Project Certification Form, Exhibit S to the WCA.
3. Disclosure Requirements include the following disclosure statement in any document, written report, or brochure prepared in whole or in part pursuant to this Agreement:
- "Funding for this project has been provided in full or in part through an Agreement with the Watershed Conservation Authority (WCA) pursuant to the California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002 (Proposition 40). The contents of this document do not necessarily reflect the views and policies of the WCA, nor does mention of trade names or commercial products constitute endorsement or recommendation of use."
- Grantee shall include in each of its subcontracts for work under this Agreement a provision that incorporates the requirements stated within this subtask.
4. Grantee shall notify the WCA at least ten (10) working days prior to any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by WCA representatives.
 5. Grantee must document steps taken in soliciting and awarding the subcontractors and submit them to the WCA for review and document all subcontractor activities in quarterly reports.
 6. Grantee agrees to promptly submit reports as the WCA has requested in this Agreement or may request during the life of this Agreement.
 7. Grantee agrees that property and facilities acquired or developed pursuant to this Agreement shall be available for inspection upon request by the WCA.

F. Project Withdrawal

1. If a Grantee wished to withdraw a Project, Grantee shall notify the WCA in writing.
2. In the event an approved project cannot be completed, and if Grant Amount were advanced, those funds, plus any accrued interest, must be returned to the WCA.
3. If funds will be used for the CEQA/NEPA process and the Grantee has made a full-faith effort to complete CEQA/NEPA, but is unable to complete the CEQA/NEPA process or otherwise proceed with the Project due to issues related to the CEQA/NEPA process, costs incurred by the Grantee that are directly related to the CEQA/NEPA process can be applied up to the limit of 20% of the total original grant.

G. Project Termination

1. Grantee may unilaterally rescind this Agreement at any time prior to the commencement of the Project. After Project commencement this Agreement may be rescinded, modified or amended by mutual agreement in writing.
2. Failure by the Grantee to comply with the terms of this Agreement or any other Agreement under the Act may be cause for suspension of all obligations of the WCA hereunder.
3. Failure of the Grantee to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the WCA hereunder if in the judgment of the WCA such failure was due to no fault of the Grantee.
4. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
5. Because the benefit to be derived by the WCA, from the full compliance by the Grantee with the terms of this Agreement, is the preservation, protection and net increase in the quantity and quality of parks, public recreation facilities and/or historical resources available to the people of the State of California and because such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the WCA by way of Grant Amount under the provisions of this Agreement, the Grantee agrees that payment by the Grantee to the WCA of an amount equal to the amount of the Grant Amount disbursed under this Agreement by the WCA would be inadequate compensation to the WCA for any breach by the Grantee of this Agreement. The Grantee further agrees therefore, that the appropriate remedy in the event of a breach by the Grantee of this Agreement shall be the specific performance of this Agreement.
6. Grantee and WCA agree that if the Project includes development, final payment may not be made until the Project conforms substantially to this Agreement and is a useable facility.

H. Loss of Grant Amount

The following actions may result in a loss or part of all Grant Amount allocated to the Grantee.

1. A Grantee fails to return a signed Agreement with the WCA within 60 days of receipt of the Agreement.
2. A Grantee fails to produce a Work Plan for approval by the WCA within 90 days of signing an Agreement with the WCA.
3. A Grantee fails to produce a Work Plan that is consistent with *Common Ground, Phase II Final Report* and/or is inconsistent with the California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002 and the intent of WCA's objectives as stated in authoring statute (Public Resources Code, Sections 32600-32621).

4. A Grantee withdraws the Project.
5. A Grantee fails to complete the Project and/or fails to submit all documentation before June 30, 2007.

I. Hold Harmless

1. Grantee agrees to waive all claims and recourse against the WCA including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Agreement except claims arising from the concurrent or sole negligence of WCA, its officers, agents, and employees.
2. Grantee agrees to indemnify, hold harmless and defend WCA, its officers, agents and employees against any and all claims demands, damages, costs, expenses or liability costs arising out of the acquisition, development, construction, operation or maintenance of the property described as the Project which claims, demands, or causes of action arise under Government Code Section 895.2 or otherwise except for liability arising out of the concurrent or sole negligence of WCA, its officers, agents or employees.
3. Grantee agrees that in the event WCA is named as codefendant under the provisions of Government Code Section 895 et seq., the Grantee shall notify WCA of such fact and shall represent WCA in the legal action unless WCA undertakes to represent itself as codefendant in such legal action in which event shall bear its own litigation costs, expenses, and attorney's fees.
4. Grantee and WCA agree in the event of judgment entered against the WCA and Grantee because of the concurrent negligence of the WCA and Grantee, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.
5. Grantee agrees to indemnify, hold harmless and defend the WCA, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

J. Financial Records

1. Grantee agrees to maintain satisfactory financial accounts, documents and records for the Project and to make them available to the WCA for auditing at reasonable times. Grantee also agrees to retain such financial accounts, documents and records for three years following Project termination or completion.
2. Grantee and WCA agree that during regular office hours each of the parties hereto and their duly authorized representative shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Agreement or matters related thereto. Grantee agrees to maintain and make available for inspection by the WCA accurate records of all of its costs, disbursements and receipts with respect to its activities under this Agreement.

3. Grantee agrees to use a generally accepted accounting system.

K. Audit

1. Projects are subject to audit by the WCA for three years following the final payment of Grant Amount. The purpose of this audit is to verify that project expenditures were properly documented. Grantees will be contacted at least 30 days in advance of an audit.
2. Audit will include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the Project for which the WCA authorized Grant Amount. The Grantee shall have the Project records, including the sources documents and cancelled warrants, readily available to the WCA.
3. The Grantee must also provide an employee having knowledge of the Project and the accounting procedure or system to assist the WCA's auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the WCA.
4. All Project records must be retained for at least one year following an audit or final disputed audit findings.

L. Use of Facilities

1. Grantee agrees subject to paragraph 5, below that the Grantee shall use the property acquired or developed with Grant Amount under this Agreement only for the purpose for which the Grant Amount was requested and no other use of the area shall be permitted except by specific act of the Legislature.
2. Grantee must certify to the WCA that the Grantee has adequate control of, and tenure to, properties to be improved under this Agreement. Adequate controls include, but are not limited to ownership, lease, easement, joint-powers agreement, or other long-term interest in the property, or have a satisfactory Agreement with the legal owner/administering agency.
3. Grantee must certify that the property will remain available for compatible public use subject to paragraph 5, below.
4. Grantee shall not use or allow the use of any portion of the real property for mitigation or to compensate for adverse changes to the environment elsewhere.
5. Grantee agrees too maintain, operate and use the property funded pursuant to this Act for a period of at least 20 years for an Agreement up to \$1,000,000 or at least 25 years for an Agreement over \$1,000,000. For urban stream restoration projects, alternate maintenance and operation periods may be negotiated, as appropriate for individual projects. With the approval of the WCA, the Grantee or its successor in interest in the property may transfer the responsibility to maintain and operate the property in accordance with this requirement. Grantee reserves the right to fulfill their obligations as a flood control agency and suspend operation and maintenance of the Project if required to fulfill their obligations of flood control, water conservation, or other functions under the Los Angeles Flood Control Act. If the operation and maintenance of the Project is suspended grantee shall restore, in reasonable time, the property funded pursuant to this Agreement. A lease or other short-term agreement cannot be

revocable at will by the lessor.

6. Subject to paragraph 5 above, grantee shall use the property for the purposes for which the Agreement was made and shall make no other use or sale or other disposition of the property, except as consistent with the Act and authorized by the WCA. This Agreement shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by this Agreement. If the use of the property is changed to a use that is not permitted by the Act, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the Agreement, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be reimbursed to the WCA. If the property sold or otherwise disposed of is less than the entire interest in the property funded by the Agreement, an amount equal to either the proceeds from the sale or other disposition of the interest or the fair market value of the interest sold or otherwise disposed of, whichever is greater, shall be reimbursed to the WCA.

M. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national region, age, religion, ancestry, or physical handicap in the use of any property or facility acquired or developed pursuant to this Agreement.
2. The Grantee shall not discriminate against any person on the basis of residence except to the extent that reasonable difference in admission or other fees may be maintained on the basis of resident and pursuant to law.
3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this Agreement.

N. Application Incorporation

The Application and any subsequent change or addition approved in writing by the WCA is hereby incorporated in this Agreement as though set forth in full in this Agreement.

O. Severability

If any provision of this Agreement or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of the Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

P. Waiver

No terms or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

Agreement Number: WCA32009

Q. Assignment

Without the written consent of the WCA, this Agreement is not assignable by the Grantee either in whole or in part.

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ArrowHighway Gateway Enhancement Project

Exhibit A

The following time line is based on approximate time needed for each task and is subject to available funding and resources. This is expected to start in June of 2007.

Task 1:Design and Fabrication of Signs 5 months

Task 2:Installation of Signs 2 months

Exhibit B

The Following table identifies quantity and approximate cost information for each type of sign.

Type of Sign	Quantity	Estimated Cost Design, Fabrication, and Installation
Directional		*Covered under other budgets
Entrance Monument (At Arrow Highway)	1	\$18,000
Interpretive	1	\$16,000
Warning		*Covered under other budgets
Regulatory		*Covered under other budgets
Destination	1	\$16,000
Total Estimated Cost:		\$50,000

Exhibit C

Monitoring and Assessment Plan

The County of Los Angeles Department of Public Works created a Signage Committee for the Arrow Highway Gateway Enhancement Project to monitor and assess the progress towards meeting project goals. The committee consists of representatives from Supervisorial District 1, the Rivers and Mountains Conservancy, and Public Works. Signage will be maintained by the City of Irwindale, who has agreed to maintain the project improvements.

EXHIBIT D

FIGURE A

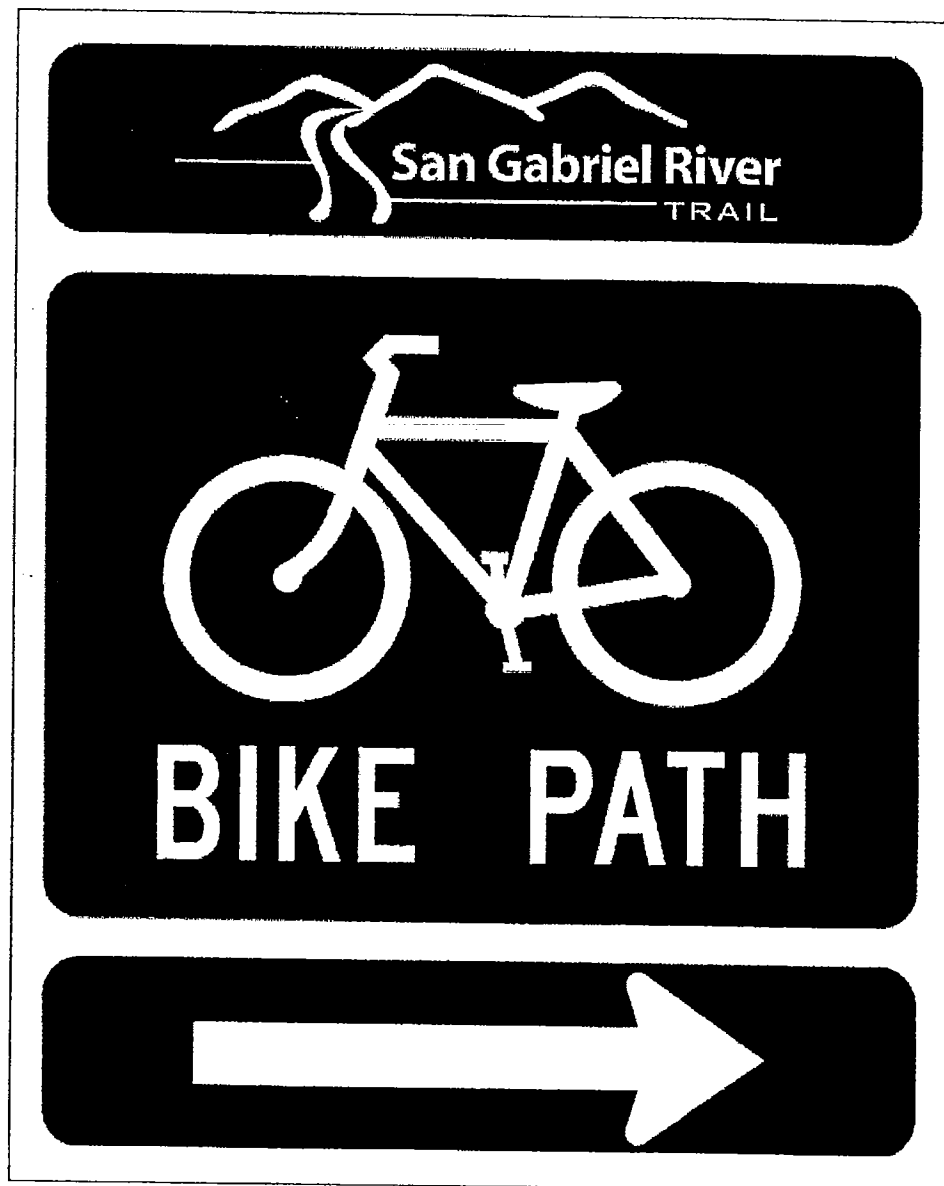


FIGURE B



Exhibit E

Project Development Plan

The WCA expects to be continuously involved in all stages of Projects which include planning and/or development including approval of any bid or proposal document scopes prior to selecting contractors and/or consultants, involvement in the selection of contractors/consultants, and approval of any plans and technical details prior to the work being executed. Below is a list of details the WCA will need to review and approve prior to their implementation. The purpose of these procedures is to ensure that the ultimate development project will conform to our mission and goals.

Planting/Landscaping Plan Component

In order to adequately evaluate the project proposal please provide text as well as budget estimates that provide WCA staff sufficient detail to evaluate the ecological details of the planting/landscaping plan. The text description should provide scientific rationale for the chosen native plant palette, grouping, structure, choice of vegetation communities and how they are consistent with the overall project goals. Details including slope aspect, soils, hydrology, elevation, etc., should be considered in deciding upon a plant palette.

1. Location of all plant materials, a legend with botanical and common names, and size of plant materials;
2. Existing and proposed buildings, walls, fences, utilities, paved areas and other site improvements;
3. Existing trees and plant materials to be removed or retained;
4. Designation of hydrology-zones. Hydro-zones are defined as a portion of the landscaped area having plants with similar water needs, areas with similar microclimate (i.e., slope, aspect, exposure, wind, etc.), and soil conditions, and areas that will be similarly irrigated. A hydro-zone can be served by one irrigation valve, or a set of valves with the same schedule; and,
5. Details and specifications for tree staking, planting details, soil preparation, irrigation requirements (amount and frequency).

Grading and Drainage Plan Component

1. Grading Plan (showing property lines and street names, existing and proposed buildings, walls, fences, utilities, paved areas, drainage features and other site improvements;
2. Existing and finished contour lines and spot elevations as necessary for the proposed site improvements (if applicable given scope of project); and,
3. Schematic cross sections showing site micro-topography and best management practices (does not have to be to scale).

Irrigation Plan Component

1. Layout of the irrigation system and a legend summarizing the type and size of all components of the system, including the manufacturer name and model numbers; and,
2. Installation details for irrigation components.

Exhibit F

WCA General Policies

The Project Development Plan (PDP) is a technical “living” document that will enable the WCA to track grant projects to ensure our mission and goals are reflected in each project. In developing the PDP, the following guiding principles must be incorporated for consistency with WCA policies;

- Grantees shall exclude the use of invasive plants, as listed in the document “*Exotic Pest Plants of Greatest Ecological Concern in California*” (www.rmc.ca.gov) in their planting palette. Furthermore, any invasive species from this list that currently exist on the project site must be removed as part of the landscaping plan (phased removal is acceptable).
- Grantees shall utilize native, indigenous plants, locally propagated to the extent possible, in their planting palette except under written authorization from WCA. A basic (but by all means not all inclusive) list of native, locally available indigenous plants is available on our website to help develop a plant palette (www.rmc.ca.gov).
- If the project involves a trail system, the guiding principles in “*Planning Trails with Wildlife in Mind*” available on the RMC website (www.rmc.ca.gov) must be utilized in the trail design.
- Grantee will use porous materials, and/or recycled paving materials instead of impervious paving materials for portions of their projects requiring pavement (i.e., parking lots, trails, etc.) unless prohibited by local building codes.
- If lighting elements are required as part of the project Work Plan, environmentally sensitive, directional lighting must be used to minimize any impact to wildlife. Care should also be taken to control the number hours lighting is needed.
- Use of sustainable energy sources, such as solar or wind power is encouraged for appropriate tasks in the Work Plan.
- The use of recycled materials for fencing, benches, signage, etc., must be considered to further our mission of sustainable development.
- Any irrigation installed on the project site as part of the Work Plan must be a water efficient irrigation system. In projects where turf is to be installed, both a rain sensor and a soil moisture meter are required to ensure water efficient irrigation practices. A rain sensor will halt irrigation on days it is raining, eliminating excessive water runoff. A soil moisture meter will automatically shut off irrigation when the root zone of the turf becomes saturated, preventing excessive irrigation runoff.
- The use of appropriate storm water best management practices (BMPs) must be utilized on the project site. In areas where grading, vegetation clearing, or planting occur, BMPs must be utilized to control excessive erosion while vegetation becomes established. (See <http://www.cabmphandbooks.com> for more information.)

Exhibit G

Grantee Certification Clauses

1. **STATEMENT OF COMPLIANCE:** Grantee has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future WCA agreements if the department determines that any of the following has occurred: (1) the Grantee has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)
3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Grantee certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Grantee within the immediately preceding two-year period because of Grantee's failure to comply with an order of a Federal court which orders Grantee to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)
4. **UNION ORGANIZING** Grantee hereby certifies that no request for reimbursement, or payment under this agreement, will seek reimbursement for costs incurred to assist, promote or deter union organizing.

Exhibit H

Signage Guidelines

Authority

All Projects funded by WCA under Proposition 40, the Clean Water, Clean Air, Safe Neighborhood Parks, and Coast Protection Bond Act of 2002, must include a posted sign acknowledging the source of the funds.

Purpose

Installation of signs at all Project sites is intended to acknowledge the public's support of the 2002 Resources Bond and promote the benefits provided by Bond fund assistance.

Types of Signs

1. Signs posted during construction (required for specific situations)

For Projects funded with RMC 2002 Bond Act funds in excess of \$750,000 and/or those Project in areas of high visibility (such as near a major thoroughfare) a sign is required during construction.

Recommended minimum size of sign: 4 feet x 8 feet



2. Signs Posted Upon Completion (required for all Projects)

All Grantees are required to post a sign at the Project site. The sign must be available for the final inspection of the Project. All signs must include the universal logo (see information on the logo below).

There is no minimum or maximum size for the sign (other than the minimum size for the logo) as long as the sign contains the required wording (see below).

Language for Sign

All signs will contain the minimum language below:

(Project Name)	
Another Project to Improve California Funded by a grant to the Watershed Conservation Authority on behalf of the Rivers and Mountains Conservancy	
	
<i>California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002</i>	
<i>Current, Secretary for Resources</i> <i>Current, Governor</i>	

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The name of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, organizations, individuals and elected representatives as deemed appropriate by those involved in the Project.

Universal Logo

All signs will contain the WCA logo. The logo will be on a template, available on line at <http://www.rmc.ca.gov>. The Project Manager can also provide the logo on disk.

- The logo must be mounted in an area to maximize visibility and durability.
- The logo must be a minimum of 2'x2'. Exceptions are permitted in the case of trails, historical sites and other areas where these dimensions may not be appropriate.

Sign Construction

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints used, mounting specifications, etc.

Sign Duration

The goal is to have Project signs in place for a lengthy period of time, preferably a minimum of two years for all Projects and four years for Projects over \$750,000.

Sign Cost

The cost of the sign(s) is an eligible Project cost. More permanent signage is also encouraged; e.g., bronze memorials mounted in stone at trailheads, on refurbished historical monuments and buildings, etc.

Appropriateness of Signs

For Projects where the required sign may be out of place (such as some cultural and historic monuments and buildings or where affected by local sign ordinances), the Project Manager in consultation with the Applicant may authorize a sign that is appropriate to the Project in question. Alternate signage must be clearly recognizable as an RMC 2002 Bond Project. Archaeological sites are excluded from the sign requirement.

Signs on State Highways

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact the local Caltrans District Office early in the planning phases for more information.

Further Questions

The Grantee should consult with the Project Manager to resolve any sign issues.

The logo can be provided electronically.

Exhibit I

Eligible and Ineligible Costs

Eligible Costs -

All eligible costs must be supported by appropriate documentation

COSTS	EXPLANATION	EXAMPLES
Preliminary Costs (not to exceed 20% of grant total)	<ul style="list-style-type: none"> Costs incurred after a Agreement with WCA has been fully executed, including planning, plan documentation, designs, appraisals and negotiations, permit costs, consultant costs Expenditure subject to maximum of 20% of total grant 	<ul style="list-style-type: none"> CEQA compliance Construction plans Permits/Appraisals Acquisition documents, etc.
Personnel or Employee Services	<ul style="list-style-type: none"> Must be computed according to the Grantee's prevailing wage or salary scales Must be computed on actual time spent on Project Must not exceed the Grantee's established rates for similar positions 	<ul style="list-style-type: none"> Wages and benefits Work performed by another section/department in agency
Consultant Services	<ul style="list-style-type: none"> Costs paid to consultants necessary for the Project Consultants must be paid in compliance with the Grantee's customary method and rate No consultant fee shall be paid to the Grantee's own employees without prior approval 	<ul style="list-style-type: none"> Costs paid to consultants necessary for the Project
Construction	<ul style="list-style-type: none"> All necessary construction activities Construction management 	<ul style="list-style-type: none"> Site preparation, grading Facility development Inspection and construction management
Construction Equipment	<ul style="list-style-type: none"> The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes The Grantee may use the California Department of Transportation's equipment rental rates as a guide The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage The equipment use charges must be made in accordance with the Grantee's normal accounting practices The Grantee must describe the work performed, the hours used, and related use to Project 	<ul style="list-style-type: none"> Rental equipment Leased equipment Purchased equipment
Fixed Equipment	<ul style="list-style-type: none"> Equipment permanently fixed to Project facility 	<ul style="list-style-type: none"> Fixed resting areas/benches
Construction Tools/Supplies/Materials	<ul style="list-style-type: none"> May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay Costs may be capitalized according to the Grantee's standard policy The Grantee may only claim those costs reasonably attributable to the Project 	<ul style="list-style-type: none"> Materials such as concrete, wood, etc. Supplies such as fasteners, nails, or other hardware and non-fixed equipment
Relocation Costs	<ul style="list-style-type: none"> Costs resulting in displacement of a person/business The Grantee shall comply with State Relocation Act requirements. 	<ul style="list-style-type: none"> See Chapter 16, Section 7260, <u>Government Code</u>.
Acquisition Costs	<ul style="list-style-type: none"> Appropriate costs of acquiring real property DGS approved appraisal costs 	<ul style="list-style-type: none"> Purchase price/Appraisals Title/Escrow fees Surveying/Improvements
Indirect/Overhead	<ul style="list-style-type: none"> Costs shall not exceed 10% of grant total 	<ul style="list-style-type: none"> Administrative overhead
Restoration/Rehabilitation Costs	<ul style="list-style-type: none"> All required materials for restoration/rehabilitation work Includes removal and disposal of exotic/invasive species 	<ul style="list-style-type: none"> Planting/Soil improvements Irrigation systems (temporary or permanent, as applicable)
Environmentally Aimed BMP Measures	<ul style="list-style-type: none"> Components to storm water management projects that include habitat supporting measures 	<ul style="list-style-type: none"> Filtration systems Erosion control materials

COSTS	EXPLANATION	EXAMPLES
Education Infrastructure	<ul style="list-style-type: none"> All fixed materials that serve interpretive or educational purposes 	<ul style="list-style-type: none"> Signs/Interpretive aids/Kiosks
Miscellaneous	<ul style="list-style-type: none"> Other Project-related costs 	<ul style="list-style-type: none"> Communications expenses Construction insurance Signs/Interpretive aids Transportation costs

Ineligible Costs

The following is a non-exclusive list of ineligible project costs:

COSTS	EXPLANATION	EXAMPLES
Operations and Maintenance Costs	<ul style="list-style-type: none"> Costs necessary for the short or long term operation and maintenance of property or facilities once the property has been acquired or the facility or area has been restored, rehabilitated, or developed 	<ul style="list-style-type: none"> Personnel or employee services Equipment, supplies
Non-fixed Equipment	<ul style="list-style-type: none"> Equipment that is not permanently fixed to the project facility or used for construction 	<ul style="list-style-type: none"> Computer equipment (hardware and software) Portable equipment
Playground Equipment or Infrastructure	<ul style="list-style-type: none"> Active recreation equipment costs are ineligible 	<ul style="list-style-type: none"> Swing sets, skate parks, pools, ball field apparatus, basketball courts
Mitigation Costs	<ul style="list-style-type: none"> Costs associated with exclusively fulfilling mitigation requirements for this or other projects 	<ul style="list-style-type: none"> Land acquisition, development, restoration or rehabilitation for mitigation for this or other projects
Ceremonial or Publicity Expenses	<ul style="list-style-type: none"> Funds may not be used for ceremonies, parties, or other publicity expenses (except for required signage) 	<ul style="list-style-type: none"> Food and beverages Facility rental
Ineligible Travel	<ul style="list-style-type: none"> Travel costs not directly associated with the project Travel claimed when no work time was claimed for the same period 	<ul style="list-style-type: none"> Travel expenses
Lobbying/Fundraising	<ul style="list-style-type: none"> Costs associated with grant application preparation, for this grant or for others associated with this or any other project Costs associated with lobbying legislature or other bodies for funds for this or any other project 	<ul style="list-style-type: none"> Staff time Lobbyist fees Travel expenses
Agreement Cost Overruns	<ul style="list-style-type: none"> Unapproved Agreement costs overruns exceeding the allowable amount as per Agreement budget specifications 	<ul style="list-style-type: none"> Unapproved costs

Agreement Number: WCA32009

Exhibit J
Payment Request Form
Watershed Conservation Authority

900 South Fremont Avenue, Annex, 2nd Floor, P.O. Box 1460, Alhambra, CA 91802-1460

1. PROJECT NUMBER	2. AGREEMENT NUMBER
3. GRANTEE	
4. PROJECT TITLE	
5. TYPE OF PAYMENT ADVANCE REIMBURSEMENT FINAL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

6. PAYMENT INFORMATION		
a. Grant Amount	\$	
b. Funds Received to Date	\$	
c. Available Grant Amount (a. minus b.)	\$	
d. Amount of this Advance/Reimbursement Request	\$	
e. 10% withhold (10% of this Reimbursement Request)	\$	
f. Warrant to be issued (d. minus e.)	\$	
g. Remaining Grant Amount after this Payment (c. minus f.)	\$	
h. Remaining Funds available for this Agreement (c. minus d.)	\$	

7. SEND WARRANT TO:		
GRANTEE NAME		
STREET ADDRESS		
CITY, STATE, ZIP CODE		
ATTENTION		
8. SIGNATURE OF PERSON AUTHORIZED IN AGREEMENT	TITLE	DATE

FOR WCA USE ONLY	
PAYMENT APPROVAL SIGNATURE	DATE

An approved Payment Request Form (Exhibit J) constitutes as a valid invoice for payment.

PAYMENT INSTRUCTIONS

The following instructions correspond to items on the Payment Request Form:

1. PROJECT NUMBER -- The number assigned by the WCA to this Project
2. AGREEMENT NUMBER -- As shown in Certification of Funding section of the Project Agreement
3. GRANTEE -- GRANTEE name as shown on the Project Agreement
4. PROJECT TITLE -- Title of Project for which payment is requested
5. TYPE OF PAYMENT -- Check appropriate box
6. PAYMENT INFORMATION
 - a. Grant Amount -- The amount of WCA Grant funds allocated to this Project
 - b. Funds Received to Date -- Total amount already received for this Project
 - c. Available Grant Amount -- a. minus b.
 - d. Amount of this Advance/Reimbursement Request -- Amount that is being requested
 - e. 10% withhold -- 10% of this Reimbursement Request
 - f. Warrant to be issued -- Actual amount that is being paid
 - g. Remaining Grant Amount after this Payment -- c. minus f.
 - h. Remaining Funds available for this Agreement -- c. minus d.
Grantee should use this figure to budget expenses for the remaining tasks of the agreement.
7. SEND WARRANT TO -- Grantee name, address and contact person
8. SIGNATURE OF AUTHORIZED PROJECT REPRESENTATIVE

Payment request forms must be accompanied by a progress report detailing activities completed and an itemized list of all charges documenting check numbers, amounts, dates, recipients, and purpose of the charges. You may use the Project Summary Form in the Project Completion Packet. Payment requests should clearly identify elements of the Work Plan to which they relate.

Payment requests without complete and accurate documentation will not be approved for payment until required information is received.

Exhibit K

Project Costs Summary Form
(Funds not previously invoiced)

Grantee Name _____

Agreement Number _____

a. Labor Costs Summary Form, Exhibit L Total \$ _____

b. Equipment Costs Summary Form, Exhibit M Total \$ _____

c. Services and Materials Cost Summary Form, Exhibit N Total \$ _____

d. Amount of this Reimbursement Request a + b + c \$ _____
(carry forward to Exhibit J, line "d")

e. Report of Alternative Funding Expenditures, Exhibit O Total \$ _____

Total Current Expenditures d + e \$ _____

Agreement Number: WCA32009

Exhibit L

Labor Costs Summary Form
(Funds not previously invoiced)

Grantee Name _____

Agreement Number _____

Task	Staff/Personnel	Dates/Hrs Pay Period	Rate	Check # Warrant	Total
------	-----------------	-------------------------	------	--------------------	-------

*Total \$ _____

*Carry Total forward to Project Costs Summary Form, Exhibit K

Agreement Number: WCA32009

Exhibit M

Equipment Costs Summary Form
(Funds not previously invoiced)

Grantee Name _____

Agreement Number _____

Type of Equipment	Dates Work Performed	Check # Warrant	Amount
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*Total \$ _____

*Carry Total forward to Project Costs Summary Form, Exhibit K

Agreement Number: WCA32009

Exhibit N

Services and Materials Costs Summary Form
(Funds not previously invoiced)

Grantee Name _____

Agreement Number _____

Task	Date	Recipient	Warrant	Check # Total
------	------	-----------	---------	------------------

*Total \$ _____

*Carry Total forward to Project Costs Summary Form, Exhibit K

Agreement Number: WCA32009

Exhibit O

Report of Alternative Funding Expenditures
(Current Payment Request)

Grantee Name _____
Agreement Number _____

Task	Funding Source	Date	Amount
------	----------------	------	--------

*Total \$ _____

*Carry Total forward to Project Costs Summary Form, Exhibit K

Exhibit Q

Quarterly Expenditure Projection Report (Current Periods Only)

[illegible]

Quarter - Start with the first quarter of your actual/projected expenditures.

Actual - Report only those expenditures which have been submitted on a payment request form.

Projected - Report your projected expenditures on a quarterly basis. (This information is required for State Treasurer's Office purposes.)

Cumulative - Subtotal your cumulative expenses on a quarterly basis for the life of your grant.

Agreement Number: WCA32009

Exhibit R

Agreement Summary Form

Date:

PROJECT INFORMATION

Project Title:

Project Purpose – Problem / Goals ("why" the project):

Project Abstract (brief description of project):

Which WCA program is funding this project? Please put an "X"

☐ *Prop 13* ☐ *Prop 40* ☐ *Work Program*

PROJECT REPRESENTATIVE

Name:

Job Title:

Organization:

Webpage Address:

Address:

Phone:

Fax number:

Email:

PROJECT PERFORMANCE PERIOD

From:

To:

PARTICIPANTS AND PARTNERSHIPS

LOCATION

Address:

Size of Project (include units):

Counties included in project:

Agreement Number: WCA32009

Biography of Grantee:

Biography of Project:

H) Short-term Goals:

I) Long-term Goals:

PLEASE PROVIDE A HARD COPY AND AN ELECTRONIC COPY TO THE WATERSHED
CONSERVATION AUTHORITY.

Exhibit S

Project Certification Form

GRANTEE: _____

AGREEMENT NUMBER: _____

GRANTEE CONTACT FOR AUDIT PURPOSES

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

PROJECT DESCRIPTION – List facilities developed and/or property acquired:

LIST OTHER FUNDS ON PROJECT (SOURCES AND AMOUNTS):

INTEREST EARNED ON ADVANCE GRANT AMOUNT: \$ _____

HAS A NOTICE OF COMPLETION BEEN FILED? YES _____ NO _____
IF NO, PLEASE EXPLAIN:

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named Project(s) and that the Project(s) is complete and we have made final payment for all work done.

Grantee Project Representative, Title

Date